



10153

Bilingual Economic Support
Specialist I/II

Jefferson County Human Services is currently hiring a Bilingual Economic Support Specialist. The primary responsibilities include: operating as a call center agent for the Southern Consortium in the Spanish queue, processing documents, determining eligibility, and providing case management services for federal, state, and county economic support programs for the residents of Jefferson County, and other duties as assigned

Starting Wage: \$17.36 – \$19.13/hour; based on education, experience, and qualifications

Minimum Requirements: Associate degree in accounting, human services or related field or completion of Wisconsin Department of Health and Social Services income maintenance training; one to two years' experience dealing with the public which provides experience in computer proficiency and interviewing skills, or any equivalent combination of education and experience. Bilingual in Spanish is required.

Application review begins November 30, 2016 and is open until filled. Application and position details are available at www.jeffersoncountywi.gov or Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

EOE